



MINUTES

Strategic Planning Committee

DATE	December 3, 2003
TIME	10:00 AM
LOCATION	Kinkead Building, 6 th Floor Conference Room Carson City
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Mark Blomstrom	✓	Dana Mathiesen, DMV	✓
Chuck Chinnock, Taxation	✓	Dave McTeer, DOA	✓
Robert Chisel, NDOT	✓	Shelly Person	✓
Andrew Clinger, DOA	✓	Kathy Ryan, DoIT	✓
Myla Florence, DETR	✓	Terry Savage, DoIT	✓
Sara Jones, Cultural Affairs		Scott Sisco, Cultural Affairs	
Freeman Johnson, CNR		Tom Summers	✓
Cindy Jones	✓	P. Forrest Thorne, PEBS	✓
Ginny Lewis, DMV	✓	Doug Walther, B&I	✓
Alisanne Maffei, DoIT	✓		

CALL TO ORDER

I Introduction

- Terry Savage called the meeting to order.

II Review and Approval of the Minutes

- After review of the January meeting minutes, Ginny Lewis motioned to accept the minutes; seconded by Myla Florence. There were no other comments. The minutes from January 7, 2003, were accepted as presented.

III Committee Chair and Membership

- Perry Comeaux was introduced as the committee co-chair; introductions were also made of all attendees at the meeting.
- A discussion of possible additions to committee membership was held; Terry Savage accepted the action item to contact the identified department heads for participation. Public Safety and Human Resources were identified to invite.

IV DISCUSSION

- The IT Project Prioritization Process was discussed. The committee agreed to undertake an enterprise prioritization process for IT projects. Possible weighting and other mechanisms will be reviewed at the next meeting.
- The Enterprise IT Strategic Planning interview input process and timeline was reviewed; the interview schedule is to commence later this January.
- An update was given on the IT Architecture and Technical Standards Committee by Kathy Ryan, DoIT. The committee is expected to ramp up after March.
- Mark Blomstrom covered an update on the Communications Steering Committee.
- The IT Optimization Study status was presented by Dave McTeer.

IV WRAP UP

The next meeting of the IT Strategic Planning Committee was scheduled for January 7, 2004.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Contact other department heads for Committee Participation	Terry Savage
2.	Prepare Matrix of other prioritization process and weights	Alisanne Maffei
3.	Distribute examples of other State IT Strategic Plan Components	Alisanne Maffei

Related Links:

<http://ncsc.nv.gov/> Nevada Communications Steering Committee